

**CHILD CARE ASSISTANT LEADER**

**DEFINITION**

Under supervision - assist in creating and teaching a before and after school program at an individual or multi-school site(s); develop an enriching classroom environment favorable to learning, personal growth, and social development; plan and schedule lessons and activities; perform related work as required or assigned.

Representative Duties

Assist children in making a favorable transition from home and school to a School Age Care (SAC) environment; take special care in differentiating between the needs of school-age students; maintain a learning, enriching and motivating physical environment to stimulate experiences which will be in the best interests of students; select and/or develop instructional materials and supplies suitable for verbal, visual, and self-directed instruction of children with wide age differences of mental, physical, emotional maturities, and based on many learning styles and modalities; help develop and maintain acceptable behavior, attitude and social skills; communicate with parents on an individual basis; keep accurate written documentation of student, parent and staff issues; coordinate and monitor the work of aides, interns and volunteers in the classroom; attends staff meetings and trainings; develop and maintain a professional growth development plan.

Organizational Responsibilities

Positions in this class report to a Child Care Leader.

**QUALIFICATIONS GUIDE**

Training and Experience – Equivalent to:

Graduation from high school with an additional 15 semester units or equivalent quarter units in college early childhood education (ECE), human development (HD), or units towards a teaching credential. Three (3) of the units must be in an ECE or HD administration course, and a minimum of six months' experience in a school-age care program environment.

Knowledge and Abilities

Knowledge of:

- The laws and regulations relating to General Licensing Requirements of Child Care Centers (California-DSS-Manual-CCL, Title 22, Division 12);
- Cognitive, social-emotional, creative, and physical development of school-age children;
- Competency and skills involving safety, health, nutrition, and interpersonal/group dynamics;
- A working knowledge of the California Department of Education Content Standards, Course of Study.
- Safe working methods and procedures.

Ability to:

- Establish and maintain effective working relationships;
- Provide for the health, safety, nutritional, and psychological needs of school-age students;

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- Supervise learning and physical activities;
- Communicate effectively;
- Understand written and verbal directions.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.  
Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Incumbents should possess good color perception.

Other Conditions:

Incumbents of positions in this class may be required to use personal vehicle in the course of employment;  
Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within an out of District boundaries to attend meetings;  
Incumbents may be required to work without effective protection from sun, cold and rain;  
Incumbents are designated as “Child Care Custodians” pursuant to the provisions of Penal Code Section 11165.7 and may be required to remain at the work site after scheduled work hours to care for children until parents or a proper authority arrives.

Other Requirements

Possession of a valid California Drivers License.  
CPR/First Aid Certificate.